18 Nov

MEMORANDUM FOR: Director of Training and Education

THROUGH: Deputy Director for Administration

FROM: Allen R. Elkins
                    Director of Finance

STAT   SUBJECT: Full Time Academic Training

STAT   1. I wish to sponsor [   ] for full-time academic
graduate study in Business Administration at George Mason University
for the period September of 1987 through August of 1988.   The
estimated cost is $2950.00 which includes tuition, books, and supplies
for ten courses.

STAT   2.   Upon completion of the training, [   ] will be
responsible for managing and coordinating various computer-based
projects within the Financial Systems Division. The skills he acquires
through his external training will be invaluable to the Office of
Finance and the Agency as a whole. The Office of Finance must focus
much of its attention and resources on this systems development area
to be prepared for the future. One example of the concern with which
we view future development is in the recent creation of the new
Financial Systems Division to support the Information Systems arena.
This requires that our level of expertise be further developed
especially in the areas of networking, micro-to-mainframe links, and
system design, which will become of much greater importance in the
years to come.   The Office must stay in tune with the rapidly
expanding changes in technology. The only logical manner to keep
abreast of these changing technologies is through external training.
To fill this need, the Deputy Director of Financial Systems (DD/FS)
has designed an educational program to emphasize a strong management
and computer science curriculum in the modern field of computer-based
information systems technology to include technical, managerial, and
user interface aspects of information systems within both the private
STAT   and public sectors. He has identified [   ] as an a individual
who is both enthusiastic and astute in the data processing and
financial fields and has nominated him for this training. I heartily
approve of this action.

STAT   3. Presently [_____] is working as a Systems Analyst on the ACIS Project where he is heavily involved in the automation of
STAT Compensation Division through the use of microcomputers. [_____] has a thorough understanding of both the Bi-weekly and Special Payroll. systems as well as an excellent knowledge of the microcomputer. He has utilized this knowledge to undertake programming tasks necessary in automating both payroll processes. He has worked not only to improve the conditions in Compensation Division, but also to develop data base and spreadsheet applications for both the Office of Logistics and the Office of Personnel. Furthermore, we have assigned
STAT [_____] to a task force to evaluate specific improvements in Special Payroll Operations Branch through the use of micro and mainframe interfaces.

       4. The attached curriculum provides a detailed description of
STAT the courses [_____] will attend.

                               Allen R. Elkins

                              Allen R. Elkins

Attachment: As stated above

Concur:

/s/ Henry P. Mahoney   1 9 DEC 1986
_____
Deputy Director for Administration   Date

Approved:

STAT

_____   2 9 DEC 1986
Director of Training and Education   Date

ATT

Attachment:

Fall Semester (September 1987):

<u>Analysis and Design of Computer Systems</u> - Computer systems life cycle with emphasis on information requirement analysis, feasibility studies, system design, equipment selection, and the implementation process. Student teams are assigned system development projects to work with users to define system requirements and manage implementation plans. (IRM 720) (3 credits)

<u>Cases in Financial Administration</u> - Applying the theories of finance to the formulation and application of policies. Internal financial analysis, financial forecasting, management of budget and case formulations. (FNAN 611) (3 credits)

<u>Managerial Applications of Microcomputers</u> - Selection and use of microcomputer hardware and software for management applications such as word processing, spreadsheet analysis, graphics, communications, file management, and data base management. Term project and laboratory. (IRM 750) (3 credits)

Spring Semester (January 1988):

<u>Contemporary Issues in Information Resource Management</u> - Introduction to the concepts, techniques, and implementation of Information Resource Management in businesses, government agencies (federal, state, local), and other organizations. Emphasis is on the use of contemporary techniques in IRM applied to the full spectrum of information resource issues, including equipment, systems, hardware, software, training, data communication and human factors. Term Project. (IRM 790) (3 credits)

<u>Cases in Organizational Behavior</u> - Study and application of principles of individual and group behavior to the solution of human problems in business organizations, domestic and international. Relationships with superiors and subordinates in formulating personnel policies to accomplish a task. (MGMT 611) (3 credits)

<u>Analysis in Business and Operations Management</u> - A systems approach which addresses a wide range of operations management decisions from long-term policy and systems design questions to daily scheduling, cost control, and quality control decisions. Emphasis on modeling, quantitative analysis of systems, case studies, and using computer programs to solve management problems. (DESC 611) (3 credits)

First Summer Session (May 1988)

<u>Decision Support Systems</u> - Use of decision support systems in large organizations' data bases. Course concentrates on technical and administrative issues facing companies and agencies which need to go beyond MIS for meeting complex information needs. Integrates user and manager's perspective. Introduces micro-based and mainframe-based DSS packages. Project and computer lab. (3 credits)

<u>Cases in Managerial Marketing</u> - The application of qualitative and quantitative techniques in approaching various marketing situations. Emphasis on marketing techniques for selling ideas and designs to end users. Also concerned with negotiating the acceptance of ideas. (BUAD 621) (3 credits)

Second Summer Semester (July 1988)

<u>Seminar in Business Research</u> - Study of research design plans, methodologies, data collection and analysis and their application to business research projects. Students prepare a written report covering an approved research topic in a specialty area. (Topic to be selected by the DD/FS) (MGMT 798) (3 credits)

<u>Business Policy</u> - Examines the field of business, an organization, its goals, strategy to reach those goals, and major policies to implement the strategies and goals. (MGMT 797) (3 credits)